

**TO: All Prospective Vendors for Rutherford  
County's Two Year Orthoimage and Data Acquisition Project**

**FROM: Rutherford County Office of Information Technology**

**SUBJECT: Request for Qualifications: Instructions to Submitters**

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### **General**

Rutherford County requests a statement of qualifications from those firms interested in participating in a contractual commitment to a multiyear countywide orthoimagery, oblique imagery and planimetric data acquisition project.

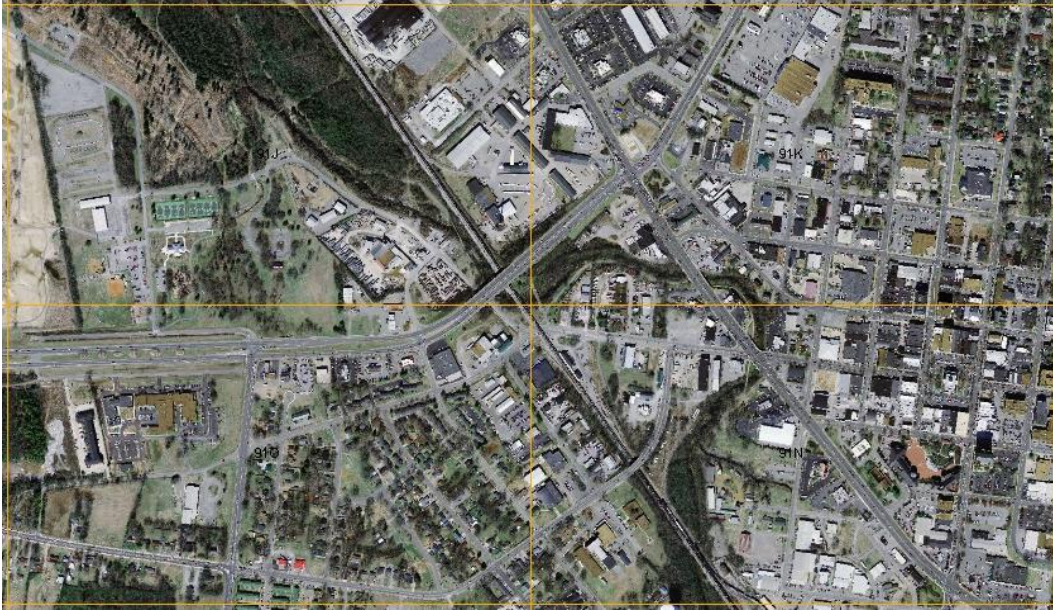
Rutherford County is located in Middle Tennessee adjacent to Metropolitan Davidson County-Nashville, TN. It has a land area of approximately 624 square miles and is one of the fastest growing counties in the state with a population of 268,921. There are 4 municipalities within Rutherford County. Murfreesboro, the county seat is approximately 56 square miles and has a population of 111,327. The Town of Smyrna is the second largest and the fastest growing of the municipalities with approximately 30 square miles and a population of 40,946. Also located in Smyrna are a National Guard Airbase, Rutherford County/Smyrna Airport, and Nissan Motor Company. LaVergne, which falls on the Davidson County boundary, has a square mileage of 25 and a population of 33,389. Eagleville is the smallest and most rural of the four municipalities with 3 square miles and a population of 618. (All population numbers are 2011 Census Estimates)

### **Requirements for submission: Statement of Qualifications**

Competency - Statements setting forth the Vendor's line of business and technical organization should be provided. Specific descriptions of projects similar in size and complexity to the County project are to be included in the documentation. The list shall include the last three projects completed and all works in progress with a contact name and phone number. Vendor should submit examples of similar multiyear projects. The description of the similar projects and any other references shall include the project contact person, their title and telephone number.

### **Data Samples**

Submitting Vendors will be required to provide a sample of orthoimage and oblique image production in Tiff format along with vector data for those image samples including contours and breaklines. If the oblique imagery requires a particular viewer or ESRI extension, please provide a trial version for up to 10 reviewers. The sample should reflect the level of quality that the Vendor is prepared to provide. The Vendor must be prepared to demonstrate the procedures used to create the data, if the request is made. The samples should include four three inch, six inch and one foot samples of four contiguous tiles of imagery and the accompanying planimetric data for those tiles. Here is an example:



Project Management and Tracking – The Vendor shall outline procedures and practices regarding project management and tracking. Please list any tools, resources available to utilize by the vendors as well as those available to the client for tracking progress, tasks, changes and issues.

Professional Registration - The Vendor must be legally registered to do business in the State of Tennessee. The project supervisor must be an American Society of Photogrammetry and Remote Sensing (ASPRS) member and recognized as a Certified Photogrammetrist.

Financial Statements - Current annual financial statements are required with the submission. The County reserves the right to ask for additional financial information from firms.

Personnel - Background resumes, including education, work experience, professional credentials, and employment status (e.g., full-time, part-time, years with the firm, job description) for each individual to be assigned to the County project should be provided. Any changes within the past 3 years or any anticipated changes, including fluctuation of staffing and employment and their business locations, should be noted.

Subcontracting - While the use of sub-contractors is not discouraged, the County prefers that the Vendor's team be made up of as few firms as practical. This preference is intended to ensure that the County receives work of consistent quality. The Vendor is responsible for all deliverables and the quality of those deliverables performed by the subcontractor. The County does require that the vendor inform the county of the vendor name and whether the subcontractor is located in the continental United States or outside of the continental United States.

Arbitration/Legal Action – Notification of any arbitration or legal action taken against the submitting Vendor on any project within the last five years, a brief description of that action and the resolution should be provided.

Non-Disclosure - Rutherford County will agree to sign a non-disclosure statement working in the confines of the State of Tennessee Open Records Act.

Request for Proposal – A response to this RFQ must be received in order to be eligible to bid on The County's Request for Proposal. Statement of Qualifications must be received no later than 4:00pm CST on September 30, 2013. The Request for Proposal will be published on October 4, 2013.

Award of Contract – A Request for Purchase will follow this qualification request and the contract will be awarded at the first available Purchasing Committee Meeting following the deadline for the Request for Purchase.

Questions – Questions regarding the submission of the Statement of Qualifications must be submitted in writing by September 9, 2013. Response to questions will be made available to the best of our ability on September 11, 2013. This response will be made available on our county website at [www.gis.rutherfordcounty.org](http://www.gis.rutherfordcounty.org) along with a copy of this request. Printed copies and email copies will be available upon request. A single point of contact must be listed with the Statement of Qualifications and the submitting Vendor must be available and to answer questions and/or provide information to The County as requested.

Contract Timeline – Below is the timeline for all milestones in the contract process.

RFQ Publish	August 7, 2013
RFQ question submitted by	September 9, 2013
RFQ answers published	September 11, 2013

RFQ Deadline	September 30, 2013
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RFP Publish	October 4, 2013
RFP question submitted by	October 11, 2013
RFP answers published	October 16, 2013

RFP Deadline	November Purchasing Meeting (Date TBD)
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Vendor Selection	December Purchasing Meeting (Date TBD)
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